

**STATE OF NEW JERSEY  
DEPARTMENT OF CORRECTIONS  
REQUEST FOR INFORMATION  
ENTERPRISE RESOURCE PLANNING SYSTEM (ERP)**

**PURPOSE**

The New Jersey Department of Corrections (NJDOC), Division of Administration, on behalf of the Bureau of State Use Industries/DEPTCOR and AGRI Industries, has issued this Request for Information (RFI) to identify options available to the State in acquiring and implementing an Enterprise Resource Planning System (ERP) that will aid in the various manufacturing processes, supply chain management, inventory control, including barcode and scanners, and financial management.

The purpose of this RFI is to solicit potential options, approaches and strategies from vendors and other interested, relevant parties, for the establishment of a fully integrated ERP system that is flexible, modular and scaleable. The State also welcomes information from interested parties that identify qualified vendors who can provide the services described herein.

Please note that this is an RFI, not a request for Proposal. As such, responses to this RFI shall not lead to a contractual relationship between respondents and the State. It is anticipated that information received in response to this RFI may be used to develop a future procurement for these services. While it is anticipated that many of the respondents to this RFI will be vendors, the State solicits information from any interested, relevant party on the topic.

**FACILITY LOCATIONS/USERS**

The installation and operation of the ERP system will be phased in at multiple NJDOC locations throughout the State, with a potential to serve 40 to 50 users. Current monthly order transaction volume is approximately 1,200. The annual revenue in sales is about \$30 million. The system should be either WEB or cloud based. For a cloud based system, the vendor shall provide all required security protocols.

**FUNCTIONAL DESCRIPTION**

This ERP system shall be made up of a series of “modules” (flexible, modular platform, and scaleable), or applications that are seamlessly linked together through a common database that will allow interfacing between various operating units such as Accounting and Finance, Production, and Fulfillment and Distribution, to coordinate activities, share information, and collaborate. NJDOC’S database preference is a SQL platform or approved equal that can handle Enterprise level activities. The scope of this system will be one from planning through execution, management, and control. This ERP system will result in a more efficient completion of the day-to-day tasks. As a minimum, the ERP system shall be able to provide:

- **Manufacturing** Including features for Engineering, Bills of Materials, Capacity, Scheduling, Work Flow Management, Quality Control, Cost Management, Manufacturing Process, Manufacturing Projects, and Management Flow

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- **Supply Chain Management** Including capabilities for Inventory Control, Order Entry, Purchasing and Procurement, Planning, Goods Inspection, and Claims Processing, and Commission Calculation
- **Financial Management** Including functionality such as General Ledger, Cash Management, Accounts Payable, Accounts Receivable, Fixed Asset Management, consolidations and eliminations and Cash Management. This Financial Management module will aid in maintaining regulatory compliance with Generally Accepted Accounting Principles (GAAP)
- **Project Management** Including features for Costing, Billing/Invoicing, Time and Expense Management, and Activity Monitoring
- **Customer Relationship Management** Sales and Marketing, Commissions, Service, Customer Contact and Call Center Support
- **Data Warehouse** Also including various self-service interfaces for Customers, Suppliers and Employees
- **Report Management** Including a series of reports that will help facilitate the manufacturing and inventory control of the various business enterprises. Some typical reports that shall be provided are:
  - Tracking Report
  - Non-Conforming Parts Report
  - Dollar Value Report
  - Inventory Control Report
  - Accounts Receivables
  - Financial Statements, and the
  - Ability to create custom reports
- **Statistical Analysis Tools** Such as Non-Conforming Parts and Dollar Value Analysis
- **Barcode System** A barcode system shall be provided complete with software and hardware (including laser barcode scanners) for inventory control and confirmation of work orders and job completions.

**IT FUNCTIONS**

The following information for the ERP system shall be provided as part of this RFI:

- **Business Continuity** Please detail the recourse that NJDOC would have in case the vendor goes out of business or has other substantial changes to business operations.
- **Disaster Recovery** Please explain the Disaster Recovery Plan, Continuity of Operations Plan, and Online and Off-line Data Storage due to business changes or failure, especially if SaaS is provided as an option.
- **Data Security** Please explain the data security protocol that would be used.

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- **Regulations**      What adherence to any regulations would the vendor be following?
- **Data Ownership**      What protocol would be in place for NJDOC's ownership of data?

**TRAINING**

There should be training available. This training shall include familiarization of the operating details for the software and any required equipment (such as barcode scanners.)

**RFI RESPONSES**

Respondents to this RFI are requested to supply the following information:

1. Introduction to the respondent's organization, and if the respondent is a vendor, information such as parent company, history of experience, size, number of customers, offices, number of employees, etc. Please include ownership structure.
2. Contact name(s) and information for questions the State may have concerning this information and, if respondent is a vendor, the products and services offered.
3. List of relevant web sites for the respondent and its offerings, including, if respondent is a vendor, URL references for similar projects the company has successfully completed and a list of government entities for which the vendor completed such projects.

The State will accept either electronic or mail responses to this RFI. Responses are requested by **Monday, December 17, 2012**.

Email responses may be submitted to [Procurement@doc.state.nj.us](mailto:Procurement@doc.state.nj.us). Mailed responses may be directed to:

New Jersey Department of Corrections  
Division of Administration  
P.O. Box 863  
Stuyvesant Avenue and Whittlesey Road  
Trenton, NJ 08625

ATTN: Office of Financial Management, Room 211

All information submitted by respondents to this RFI shall be considered public information. At this time, the State does not intend to publish any input received in response to this RFI.